REQUEST FOR SAS UNDERGRADUATE STUDENT TRAVEL SUBVENTION

This form must be submitted as part of the application process.

Name _______________________________________________________ Date ___________________

Email Address ________________________________________________________________________

Department or Program _________________________________________________________________

Department Address ___________________________________________ Telephone _______________

Name of conference/meeting that you are attending (include title of paper/topic to be presented)

____________________________________________________________________________________

____________________________________________________________________________________

Destination ___________________________________________________________________________

Inclusive dates of trip (month and day) _____________________________________________________

Type of transportation __________________________________________________________________

Exact fare at time of request _____________________________________________________________

Approximate cost of lodging _____________________________________________________________

Is any part being funded by another source _______________________________________________

If so, list amount/source __________________________________________________________________

Approval __________________________________                  Date ________________________

Undergraduate Chair  or Program Director

Note: Your signature certifies that this student is a full-time SAS undergraduate student in residence at the University.

FOR COLLEGE OFFICE’S USE ONLY

Amount approved/by ________________________________ Memo sent on __________________

Not approved: Not eligible/already taken a trip _____________________________________________

Advance/reimbursed/JE/date/amount _______________________________________________________

Revised 7/03